DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR   3 November 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-5,
Standard Procurement System

1. Enclosed is a trip report prepared by our Automation
Procurement Analyst, Mr. Roy Marr, regarding a demonstration
of the Standard Procurement System given by the contractor,
American Management Systems, 16 October 1997. It identifies
features of the software, some of the responsibilities of
System Administrators, and issues related to enhancements
and fielding which this office is attempting to address.

2. We believe that the strengths of the software are many
and the shortfalls few. We are working the shortfalls and
hope to have many of them addressed prior to FORSCOM
fielding early FY 99.

3. Please be aware that specific versions through 5.0 or
later are planned, and each will incorporate enhancements.
Army plans to field version 4.0; the current version is
3.5.3b. Version 4.0 is intended to have most, if not all,
current Army interfaces (CAPS, IRPRS, SARSS-O, etc.)
included. A new interface replacing CAPS may be part of the
fielded version. In all probability, an interface to the
DOD Central Contractor Registration database will be
included, allowing "real time" access to vendor data for
Bidders Mailing Lists.

4. Eventually, all functional areas should have DOD
standard software, and interfaces to one another are
planned. However, as usual, contracting is way ahead of the
other areas, so these DOD-standard interfaces may be 3 - 5
years away.

Encl   CHARLES J. GUTA
as   Colonel, AC
                                Chief, Contracting Division, DCSLR
                                Principal Assistant Responsible
                                    for Contracting

AFLG-PR
SUBJECT: Contracting Information Letter (CIL) 98-5

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MEMORANDUM FOR RECORD

SUBJECT: Trip Report - Demonstration Of Standard Procurement
System

1. The software developer, American Management Systems (AMS),
conducted a demonstration of the Procurement Desktop - Defense
(PD2) from 0830 - 1200 hours on 16 Oct 97 at its office in
Fairfax, Virginia. The demonstration, conducted by a former Navy
contracting officer, used several dummy purchase requests, and
processed them though to completion, showcasing most of the
features of PD2.

2. At the enclosure are background slides given prior to the
demonstration. These slides discuss AMS, its history, size and
credentials to develop PD2, as well as the history of Procurement
Desktop, the Commercial Off the Shelf (COTS) software on which
PD2 is based.

     a. Slide 6 discusses the processing environment in which the
PD2 client is housed, and this is worth additional discussion.
At the base of the environment is the client-server operating
system (UNIX, Windows NT), the network software (Novell, Banyan,
Windows NT), and the Relational DBMS which is the engine for PD2.
The DBMS underlying PD2 is the Sybase SQL Server. Situated in
this basic environment is the PowerBuilder object-oriented
development environment; it is this out of which the Desktop
software arises. This software provides a desktop for all user
software, including PD2 and any other Windows-based products
(such as MS Office) which will be used with the PD2 software.
This "layered" approach provides a desktop "feel" for the user
and facilitates the transfer of information between applications
and platforms. It is also 16-bit or 32-bit compatible, and so
will run under several operating systems and will run most
Windows programs.

     b. As the reader can see from slide 7, PD2 has the look of a
typical Windows-based desktop with its Graphical User Interface
(GUI) utilizing icon-based access to files and programs, the
ability to cut and paste information, drag and drop within and
between programs, and menu-driven operations. The menus are well
structured to be understandable by procurement personnel. The
Desktop can be customized in a number of ways.

3.   Other features of interest to procurement personnel include:

- The ability to import data from any OLE 2.0-compliant software. It has integrated email as well as electronic document transfer capability within the Desktop.

- PD2 thus has integrated PR&C capability. A licensed customer can send the form as an attachment to email and the user can import the form into PD2. The user also has the option of building the PR&C in PD2. The PR&C form in PD2 is generic, incorporating the fields of all PR&C forms used in DoD.

- Desktop can import a number of different file formats, including the Acrobat PDF format. However, it currently does not have a scanner/OCR interface for importing electronically via scanning. This enhancement will be sought through SARDA.

- Permissions can be set at several different levels and so specifically as to limit particular potential users to limited functions. Permissions can be set by groups, document classes, user level, task, function,and user profile. Permissions can be set for read-only, read-write, drag, and/or delete.

- Menus are structured by procurement phase and further by submenus of forms. The menus are set up to be intuitively obvious to experienced procurement personnel. There is also extensive on-line help for all functions, as well as a hard copy user manual.

- Files are stored in file folders, which are further structured into "cabinets" allowing all parties to an action to store files in a common structure. Within the permissions set, all acquisition personnel can access one another's documents, allowing true teaming on procurements. This "team cabinet" concept also allows for concurrent reviews; these are read-only but notes can be attached. There is also search capability within the file structure, and right-clicking a file allows the user to see its position in the directory structure as well as its routing history.

Reviews and approvals are done through electronic R&A forms with electronic "signatures" (approval codes). The form templates are set up by the SA. When all approvals have been given, the

   document to which the R&A form is attached becomes read-only
   for all parties.

- There are several workload management tools built in,
  including automatic workload management if desired. During
  personnel absences, the software can be set to re-direct
  documents and workload to a backup automatically. PD2 also
  includes a multi-stage suspense alert system for milestones,
  assignments, and email.

- The Desktop also includes a reference library, currently
  consisting of FAR and DFARS. These are updated within 14 days
  after final appearance in the *Federal Register*. The reference
  library includes search capability via keywords and built-in
  links similar to the Internet. There is, of course, the
  ability to cut and paste reference information to other
  documents. The OPARC will push to have other regulatory,
  coding and reference documents incorporated into PD2, perhaps
  through the DOD Acquisition Desktop technology.

- In the near future, there will also be an interface between
  PD2 and the DOD Central Contractor Registry, providing real-
  time access to potential offerors for creating Bidders Mailing
  Lists.

- PD2 includes a complete milestone system, including a built-in
  calendar function. Milestone Plans are integrated into the
  processing sequence (you cannot proceed further without a
  milestone plan) and use standard leadtimes set by the MACOM or
  activity. The system will calculate milestones based on
  either a start date or an end date. The user can put in
  actual dates as milestones are past; some milestones may be
  automatically updated based on certain events such as
  electronic approvals.

- The built-in calendar can be used with all date fields, by
  clicking on the calendar to select dates. The program
  automatically formats the date as appropriate for the form.
  No more Saturday, Sunday, or holiday suspenses!

- There is also a built-in checklist feature which can be set to
  control the flow of the procurement, e.g., not allowing
  issuance of a solicitation without having issued a CBD

announcement. It can be set up by type of procurement and
tailored as necessary

- There are, of course, clause matrix templates with
  instructional clause text available at the touch of a button.
  The user can read the clause, add or delete clauses, and set
  for reference or full text. Fill-ins, when clicked with a
  mouse, generate a MS Word document where the user can fill in
  the necessary information. Sections C to M can be added as
  necessary from documents generated in Desktop or other OLE-
  compliant software packages.

- **No matter what format the original parts were in, the entire
  solicitation is generated as a MS Word document and prints the
  same way as any other Word document. With the Internet
  Assistant plug-in for Word, the solicitation can easily be
  converted to HTML and electronically sent to a Web site. PD2
  also fully supports EDI and supports various EDI formats
  including the 843, 850, and 860. Later versions will support
  more EDI functionality.**

- In solicitations and contracts, the CLIN structure is
  automatically tailored to the contract type. Section C can be
  imported as a file attachment on email, keyed in, or uploaded
  from diskette. All other sections can be created from
  templates or as MS Word documents, with the exception of the
  sections containing clauses, which was previously described.

- CBD announcements are created electronically through a largely
  automated procedure, to which the user adds specific notes
  codes, dates and any other codes required. Notes are listed
  in a combo list dialogue box from which the user can select
  notes as required. The PD2 creates a flat (ASCII or RTF) file
  which can be transmitted electronically and also stored in the
  appropriate electronic contract file. The SA must set up the
  procedure for electronic transmittal or pasting to CBD Online
  (world wide web).

Bidders Mailing Lists are searchable by a number of criteria,
such as preference program, FSC, SIC, geographic area, and
others. The user can specify the number of vendors for the list.
The program, however, tracks by FSC and not down to the NSN level
for identifying sources. The user can also do a pricing history
based on several criteria, including FSC, NSN, CLIN description.

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System

- There is a Bid Abstract/Offer Evaluation module in the program; however, it will not support Best Value methods until version 5.0 due in FY 99. The evalutor module will give an analysis for multiple awards, lowest offer by multiple CLINs and so forth.

- The post-award module, besides generating modifications (without the cumbersome procedures under current SAACONS), will track and assist in processing post-award protests, claims, disputes, and other post-award oriented actions.

- There is an administrative reports module, however, the undersigned did not see the demonstration of this module.

There are some issues which need to be surfaced to the Army CMO organization, for enhancements to the software:

⇒ PD2 does not support the SEI solicitation format established by the Corps of Engineers. Several FORSCOM sites use this rather than the Uniform Contract Format for construction actions.

⇒ It has not been decided who will fund migration of the vendor database from SAACONS to PD2; currently it is possible that the site will have to pay this cost. There were even indications that the site may have to pay for conversion of all database files, however, a semi-automated conversion procedure is currently being worked.

⇒ Setting up the EDI and electronic CBD procedures is currently a CMO issue which needs to be worked through.

⇒ A scanner/OCR interface, if determined cost-effective and sufficiently beneficial, will be sought through the Army SPS Project Office.

Encl
as

Roy Thomas Marr
Procurement Analyst, Automation

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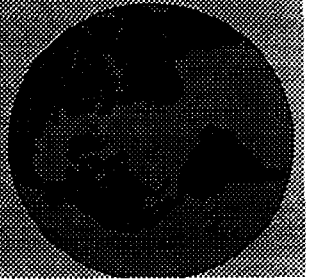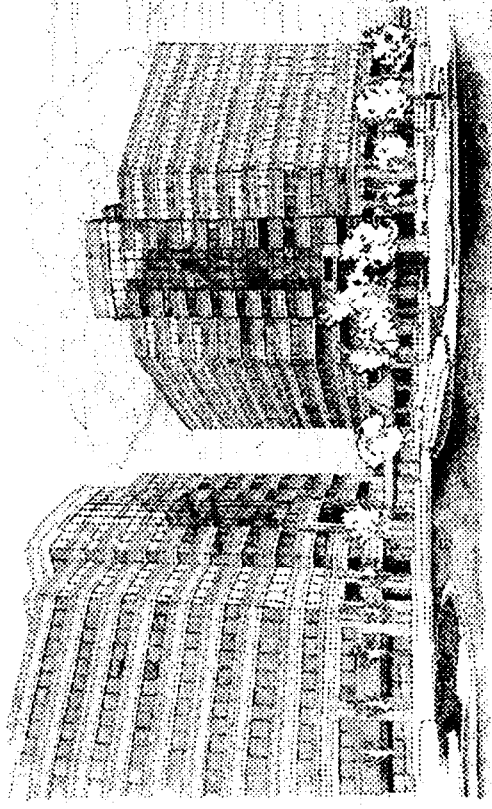# Presentation and Demonstration:

ams Procurement
Desktop-Defense™

American Management Systems

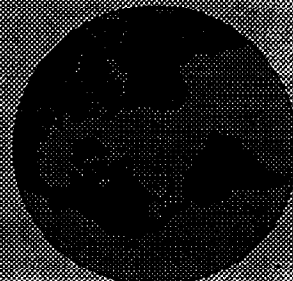# Today
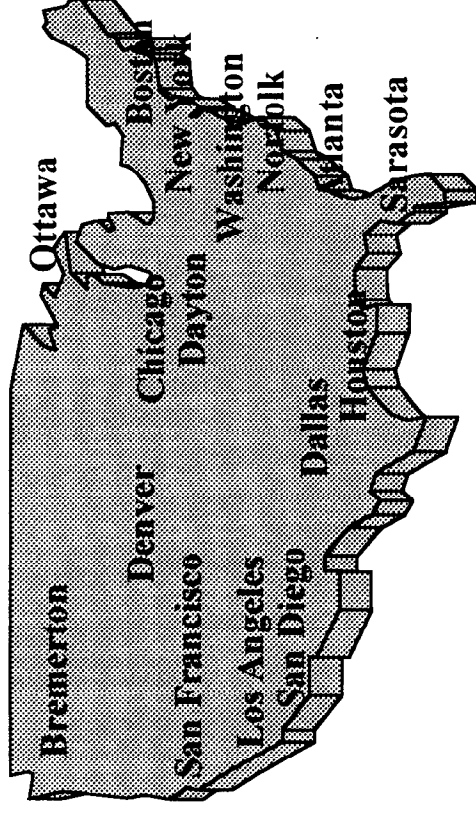
- Introductions
- Background on AMS
- Introduction to Procurement Desktop (PD)
- Current PD Implementations
- Software Demonstration

Overview of AMS

Helping clients achieve breakthrough performance through the intelligent use of information technology

□ Founded in 1970

□ Headquarters in Fairfax, Virginia

□ 7,000+ staff

□ 40+ offices in North America and Europe

□ 25 consecutive years of growth

□ $632M Revenue in 1995; $812M in 1996

Ottawa
Bremerton
San Francisco
Los Angeles
San Diego
Denver
Chicago
Dayton
Dallas
Houston
Boston
New York
Washington
Norfolk
Atlanta
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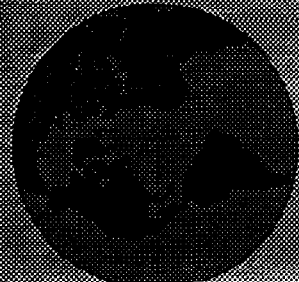
AMS COTS Software Expertise

- Over 1,000 major systems successfully implemented

- Over 75,000,000 lines of code/objects written

- Over 15,000 staff years of experience

- 25+ large-scale software packages installed at hundreds of sites
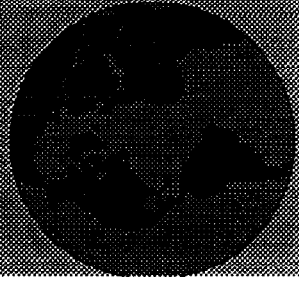
FFS 2000

Procurement Desktop®
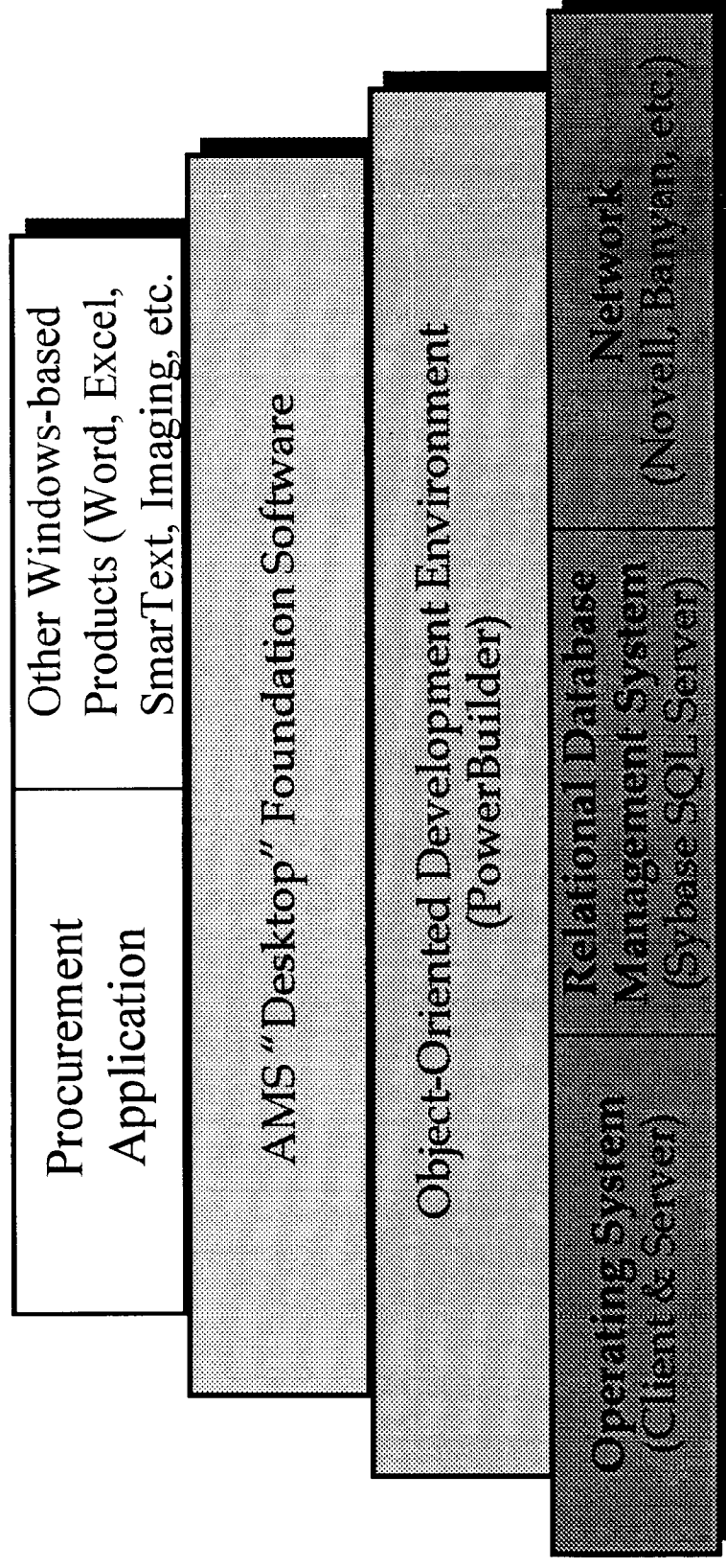
SYNERGY
THE INTEGRATED ENERGY MANAGEMENT SYSTEMS

LEGEN

History of PD²

- Baseline product development begun in 1993 as add-on to AMS's Federal Financial System (FFS)

- One of many products built on AMS's *Desktop* foundation software; enables document and workload management, on-line document routing and approvals

- Development of DoD-specific version (Procurement Desktop - Defense) begun in 1994

- AMS has 150+ staff with direct functional and technical experience in Procurement Desktop design, development, and implementations

- *Procurement Desktop is currently operational for over 3,000 users, at a variety of client sites, in both the public and private sector*
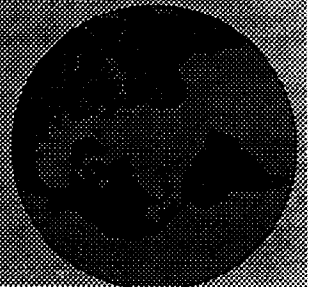
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Procurement Desktop: Technology

Other Windows-based Products (Word, Excel, SmarText, Imaging, etc.

Procurement Application

AMS "Desktop" Foundation Software

Object-Oriented Development Environment (PowerBuilder)

Relational Database Management System (Sybase SQL Server)

Network (Novell, Banyan, etc.)

Operating System (Client & Server)
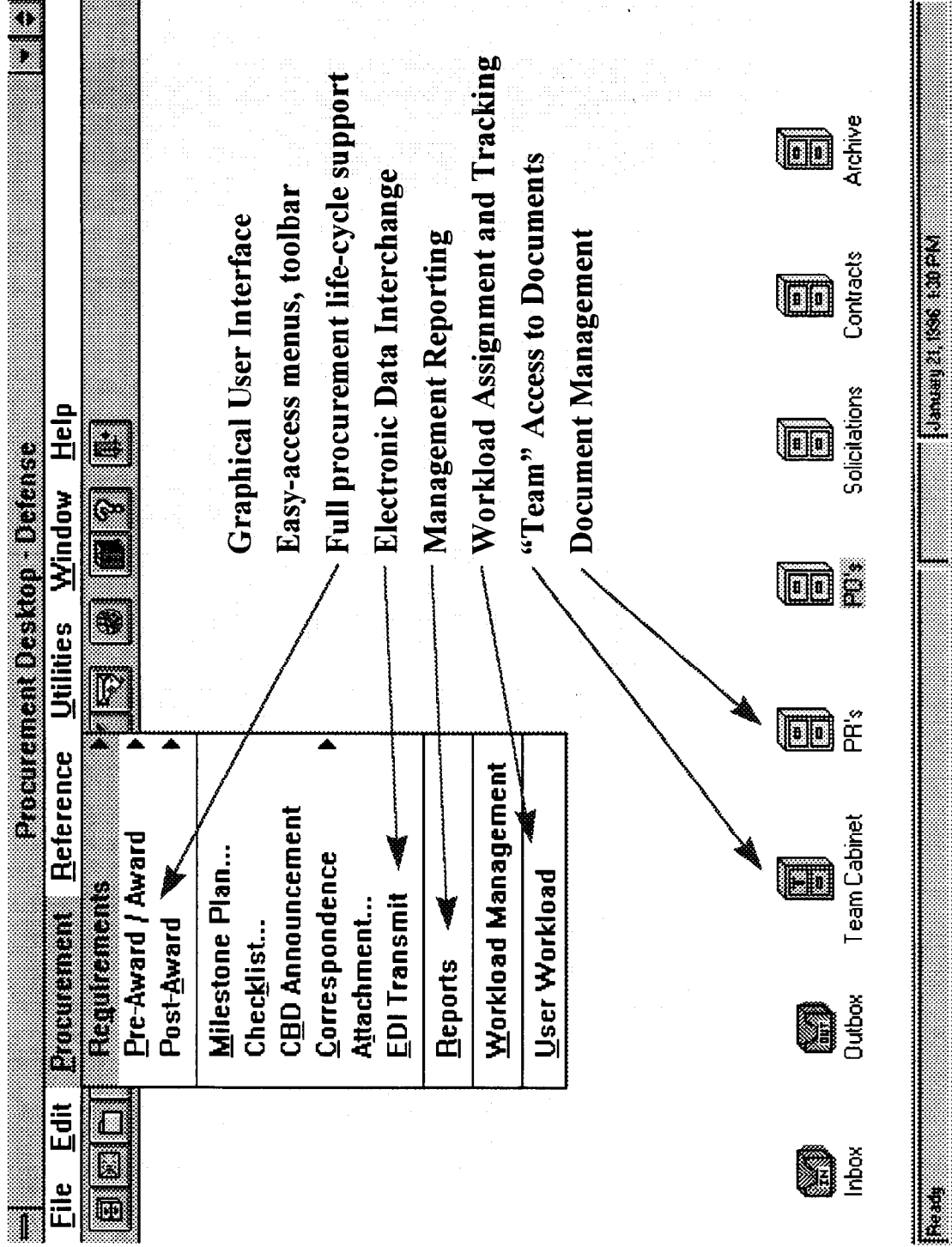
- ◆ "Layercake" technical approach promotes open architecture
- ◆ Graphical User Interface (GUI)
- ◆ Intuitive "Desktop Metaphor"
- ◆ Relational Database Management System (RDBMS)

- ◆ Scaleable within and across platforms
- ◆ Facilitate data movement between different applications
- ◆ Integration with legacy and other client/server applications

Procurement Desktop: Functionality

Procurement Desktop - Defense

File   Edit   Procurement   Reference   Utilities   Window   Help

Requirements
- Pre-Award / Award
- Post-Award

- Milestone Plan...
- Checklist...
- CBD Announcement
- Correspondence
- Attachment...
- EDI Transmit

- Reports
- Workload Management

- User Workload

- Graphical User Interface
- Easy-access menus, toolbar
- Full procurement life-cycle support
- Electronic Data Interchange
- Management Reporting
- Workload Assignment and Tracking
- "Team" Access to Documents
- Document Management

Inbox   Outbox   Team Cabinet   PR's   PR's   Solicitations   Contracts   Archive

January 21, 1996 1:30 PM

Ready

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Current Implementations

◆ **Procurement Desktop - Canada (ABE)**

  ◆ Nationwide solution for 40+ sites and over 1,500 users
    See November 18, 1996 issue of Information Week

◆ **Procurement Desktop - Commercial**

  ◆ Citicorp
  ◆ BellSouth
  ◆ Department of Energy Labs (Battelle, Los Alamos)

◆ **Procurement Desktop - Federal Civilian Agencies**

  ◆ Patent and Trademark Office (PTO)
  ◆ Library of Congress
  ◆ House of Representatives
  ◆ Department of Interior
  ◆ Securities and Exchange Commission (SEC)

◆ **Procurement Desktop - Defense**

  ◆ Naval Air Warfare Center - China Lake
  ◆ Naval Facilities Engineering Command (NAVFAC)
    Eventual 20 Site, Enterprise Solution (8 sites to date)
  ◆ Standard Procurement System (SPS)